

Connecticut Department of Transportation
ARRA Reporting Requirements
1589 Monthly Employment Report

Report 1589
Monthly Employment Report

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FHWA – 1589: Monthly Employment Report

Overview

Form Purpose:

This form is a guide for the States in providing employment information on each ARRA project. The reported data will be used as a basis for completing Form 1587, which is to be submitted to FHWA on a monthly basis.

Required Report Information:

- **The prime contractor/consultant/and/or municipality will report the direct, on-the-project jobs for their workforce and the workforce of their subcontractors active during the reporting month. This also includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly in support of the ARRA funded project.**
- Employment information for each/every contractor/consultant/municipality constructing/inspecting the ARRA funded project
- Information includes: number of employees utilized, total labor hours, total labor hours based upon the paid hourly rate for each employee (does not include fringes or any other benefits)
- Completed signed Form 1589 representative of the prior month's data will be submitted to the respective CTDOT District Office Designee by the 3rd of each month
- District Designee will electronically forward the completed 1589 to Ted Szymanski (Theodore.szymanski@ct.gov) by the 5th of each month

Source of the labor information:

Project labor records (i.e. certified payrolls).

Note: Reported labor information is subject to audit.

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Overview continued

Information for the report is submitted by:

State Projects: The District Designee is responsible for gathering the required labor data from the prime contractor and prime consultant for their workforce and the workforce of their sub-contractors active during the reporting month.

- CTDOT labor data will be provided by Finance and Administration

Municipal Projects: The municipality's designated project director is responsible for gathering the required labor data from the prime contractor and prime consultant for their workforce and the workforce of their subcontractors active during the reporting month. (If inspected by municipal inspectors, their labor data would be included)

Information for the report is submitted to:

State Projects: Completed 1589 forms will be prepared by the prime contractor/prime consultant and submitted to the District Designee by the 3rd of the month

Municipal Projects: Completed 1589 forms will be prepared by the prime contractor/prime consultant and submitted to the Municipal Designee by the 3rd of the month.

Municipal Designee will forward aforementioned reports and their municipal 1589 data (if applicable) to the District Designee by the 3rd of the month

District Designee: Will retain the original of the completed 1589's and submit a copy of the contractor's/consultant's/municipality's 1589 to Ted Szymanski by the 5th of the month to the following address: Theodore.Szymanski@ct.gov

Frequency of updating the information:

Monthly, with all data submitted from the District no later than the 5th of the month

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FHWA – 1589: Monthly Employment Report (guidelines)

Monthly Employment Report (Form: FHWA-1589):

(Source: ARRA Reporting Procedure 3/31/09)

The prime contractor and/or consultant needs to complete a report each month from the date of the notice to proceed until the completion of the contract or September 2012.

Monthly Employment Report (Form: FHWA-1589)

(American Recovery and Reinvestment Act of 2009, Reporting Requirements, April 27, 2009)

This form is a guide for the States in providing employment information on each Recovery Act project. Monthly employment information on each Recovery Act project is used by States for meeting the reporting requirements of Sections 1201 and 1512. In order for States to fulfill their reporting obligations, the States must collect and analyze certain employment data for each Recovery Act funded contract. The data requirement in Recovery Act extends beyond the number of workers at the work site and, therefore, FHWA has produced a form for guidance to the States. This data to be reported is identified below and will be used by the States in developing Form 1587, which is to be submitted to FHWA. Since States may not currently collect this data, the States should develop a new specification for each Recovery Act-funded contract in order to obtain this information from contractors and consultants. In doing so, the States should use the provided model form and require the reporting of this data from the prime contractor or consultant. The prime contractor or consultant shall complete a report for each month from the date of the Notice to Proceed until completion of the contract or September, 2012 whichever occurs sooner. This report is only required for contracts that use Recovery Act funds. States should require contractors and consultants to provide the required information for their own workforce as well as the workforce of all subcontractors that were active on their Recovery Act funded project(s) for the reporting month. It will be up to each State to determine when they obtain the necessary data from their contractors or consultants, keeping in mind that the summary form is due from the State to the FHWA Division no later than the 20th day of each month for the preceding month's data.

It is the State DOT's responsibility to report the number of jobs on projects managed by funding recipients, such as other state agencies or local governments. The State DOT must make arrangements with each Recovery Act funding recipient to assure each recipient reports the required data in a timely manner.

The States shall require the following data be provided by each contractor, consultant and funding recipient working on a Recovery Act project. The primary contractor or consultant for each project shall be responsible for reporting their firm as well as all sub-contractors data.

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FHWA Coding Instructions

- Box 1** **Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009").
- Box 2** **Contracting agency:** The name of the contracting agency. Enter "State" for State DOT projects. For non-State projects, enter the name of the contracting agency (other State agency, Federal agency, tribe, MPO, city, county, or other funding recipient).
- Box 3** **Federal-aid project number:** The State assigned federal-aid project number, consistent with the seven digit format reported in FMIS. For example, the project STM-1222(12) should be reported as "1222012"
- Box 4** **State project number or identification number:** The project number or ID, as assigned by the State or its funding recipient, consistent with the format reported in FMIS.
- Box 5** **Project location:** The 2 digit State Federal Information Processing Standard (FIPS) code for the project. If the project is being performed for Federal Lands, provide the 4 digit FLH Division or Federal Land Managing Agency (FLMA) region code. See Appendix A for a list of the State FIPS and FLMA region codes.
- Box 6** **Contractor name and address:** The name and address of the contracting or consulting firm shall include the name, street address, city, state, and zip code.
- Box 7** **Contractor DUNS number:** The unique nine-digit number issued by Dun & Bradstreet. Followed by the optional 4 digit DUNS Plus number. Reported as "999999999.9999"
- Box 8** **Employment data:** The prime contractor or consultant will report the direct, on-the-project jobs for their workforce and the workforce of their sub-contractors active during the reporting month. These jobs data include employees actively engaged in projects who work on the jobsite, in the project office, in the home office or tele-work from a home or other alternative office location. This also includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly in support of the Recovery Act funded project. This does not include material suppliers such as steel, culverts, guardrail, and tool suppliers. States should include in their reports all direct labor associated with the Recovery Act project such as design, construction, and inspection. The States reports should include their own project labor, including permanent, temporary, and contract project staff. States are asked not to include estimated indirect labor, such as material testing, material production or estimated macro-economic impacts. FHWA will be estimating all indirect labor based on the information provided in this form along with other FHWA data. The form requests specifically:
- a. **Subcontractor name:** The name of each subcontractor or sub-consultant that was active on the project for the reporting month.

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FHWA Coding Instructions continued

- b. **Employees:** The number of project employees on the contractor's or consultant's workforce that month, and the number of project employees for each of the active subcontractors for the reporting month. Do not include material suppliers. Total field at bottom will be automatically calculated and reported as a whole number.
- c. **Hours:** The total hours on the specified project for all employees reported on the contractor's or consultant's project workforce that month, and the total hours for all project employees reported for each of the active subcontractors that month. Total field at bottom will be automatically calculated and reported as a whole number.
- d. **Payroll:** The total dollar amount of wages paid by the contractor or consultant that month for employees on the specified project, and the total dollar amount of wages paid by each of the active subcontractors that month. Payroll only includes wages and does not include overhead or indirect costs. Total field at bottom will be automatically calculated and will be rounded to the nearest whole dollar and reported as a whole number.

Box 9

Prepared by:

Name: Indicate the person responsible for preparation of the form. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors, consultants, and their subs are responsible to maintain data to support the employment form and make it available to the State should they request supporting materials.

Date: The date that the contractor completed the employment form. Reported as "mm/dd/yyyy." (e.g. "May 1, 2009" would be coded as "05/01/2009").

Contractor Form 1589

CONTRACTOR MONTHLY EMPLOYMENT REPORT - 1589
AMERICAN RECOVERY AND REINVESTMENT ACT

1. Report Month: (mm/yyyy)	2. Contracting Agency (State if CTDOT project; Name of town if municipal project)	
Start date: End date:		
3. Federal-Aid Project Number (7 digit number, no hyphens)	4. State Project Number (number assigned by State or town consistent with FMIS)	5. Project Location: State, County (2 digit State Federal Processing Standard Code; (See Appendix A for list)

6. PRIME CONTRACTOR NAME AND ADDRESS (please print)	
Name:	
Address:	
City:	State:
Zip:	

7. Contractor/Subcontractor DUNS Number:	
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8. Employment Data

[illegible]

9. PREPARED BY CEO or Payroll Official:		DATE:
Name (print):		
Signature:		
Title:		
Form FHWA-1589		

Consultant Form 1589

CONSULTANT MONTHLY EMPLOYMENT REPORT - 1589
AMERICAN RECOVERY AND REINVESTMENT ACT

1. Report Month: (mm/yyyy)	2. Contracting Agency (State if CTDOT project; Name of town if municipal project)	
Start date: End date:		
3. Federal-Aid Project Number (7 digit number, no hyphens)	4. State Project Number	5. Project Location: State, County (2 digit State Federal Processing Standard Code; (See Appendix A for list)
6. PRIME CONSULTANT NAME AND ADDRESS		

6. PRIME CONSULTANT NAME AND ADDRESS (please print)	
Name:	
Address:	
City:	State:
Zip:	

7. Contractor/Subcontractor DUNS Number:	
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8. Employment Data

[illegible]

9. PREPARED BY CEO or Payroll Official:		DATE:
Name (print):		
Signature:		
Title:		
Form FLWMA 1500		

Municipality Form 1589

MUNICIPALITY MONTHLY EMPLOYMENT REPORT - 1589
AMERICAN RECOVERY AND REINVESTMENT ACT

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